



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Fern Smenyak, Director of Human Resources P.O. Box 5106, 100 Pocono Rd. email: fsmenyak@brookfieldct.gov Brookfield, CT 06804 Fax: 203-775-4068
Posting Date:	November 15, 2016
Job Title:	EVENING COMMISSION SECRETARY
Department:	LAND USE
Job Level and Rate:	\$20.00 per hour
Job Description:	PART-TIME EVENING COMMISSION SECRETARY Applicant must be able to attend all evening meetings for Inland Wetlands Commission, Zoning Commission, and Zoning Board of Appeals. Responsible for taking notes, recording motions, filing meeting agendas and minutes. A full job description is available at the Human Resources Department. Submit resume and/or application to the above listed office. <u>Applications/Resumes must be received by 11/28/16. Equal Opportunity Employer.</u>
Work Schedule:	Attend Zoning Commission Meetings (2 nd & 4 th Thursday each month), Inland Wetlands Commission Meetings (2 nd & 4 th Monday each month) and Zoning Board of Appeals (1 st Monday each month)
Skills Required:	Must be at least 18 years of age.
Education Required:	High School Graduate
Licensure Requirement(s):	N/A
Union or non-union position:	Non-Union

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit at a desk or stand and work continuously for extended periods of time. The employee is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.